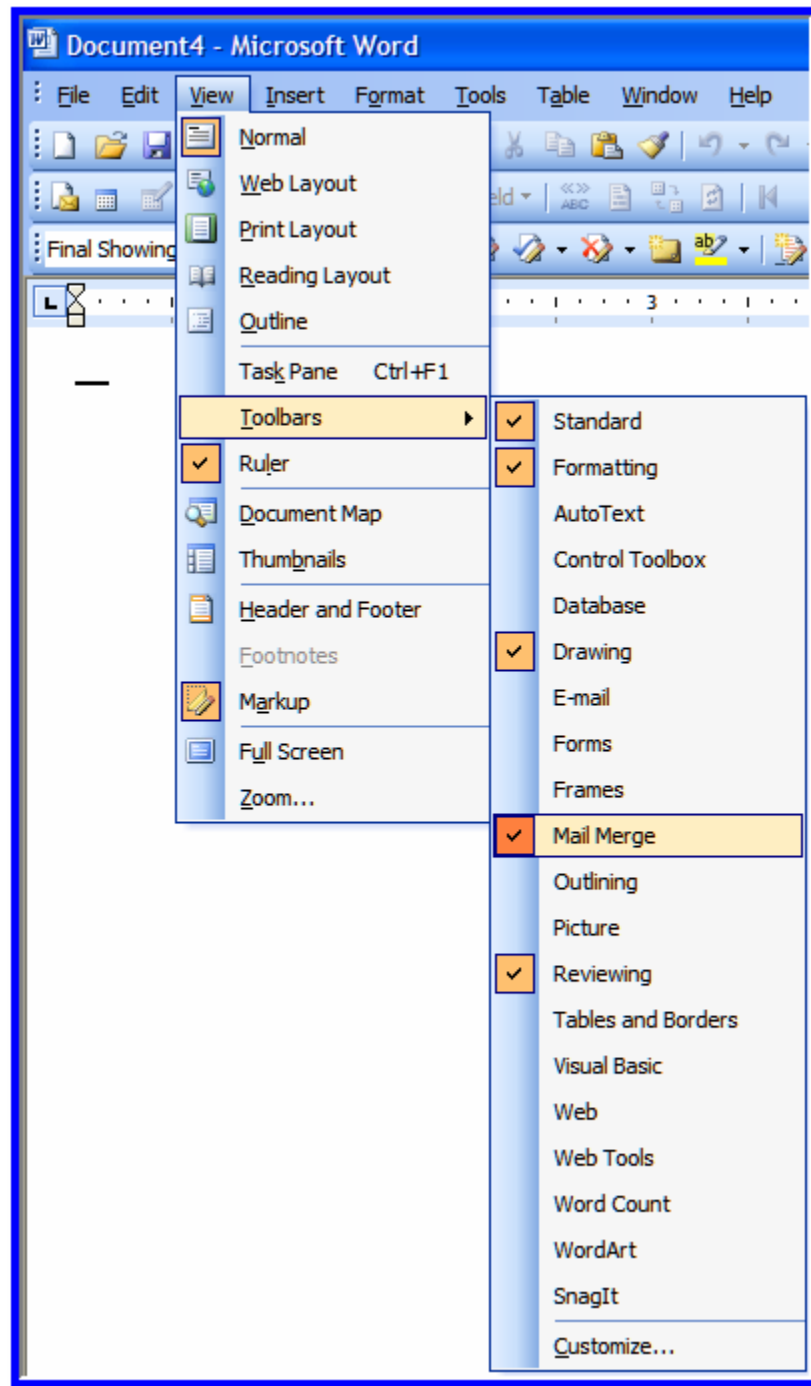


## **USING THE ABSENTEE SAMPLE WORD MERGE FILE FOR ABSENTEE MAILING ADDRESS LABELS**

The mailing labels in this document have been formatted to use standard Avery labels 5160 or 8160. When you open the document you must open a data source for them to work. What you see will look all wrong until you do.

These are instruction are for using Word 2003. Earlier version of Word can also be used but the instructions are slightly different. For Word 2000 see page 5.

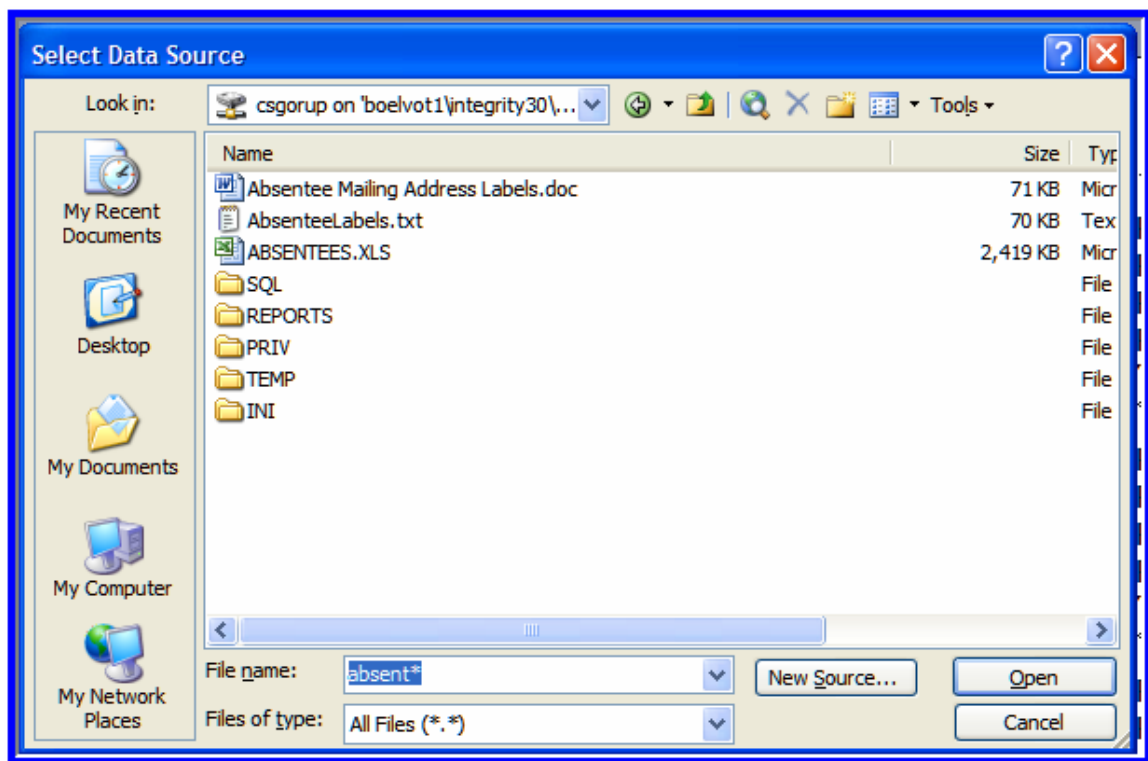
Make sure that your Mail Merge Toolbar is visible



Find the Open Data Source Icon and click on it.

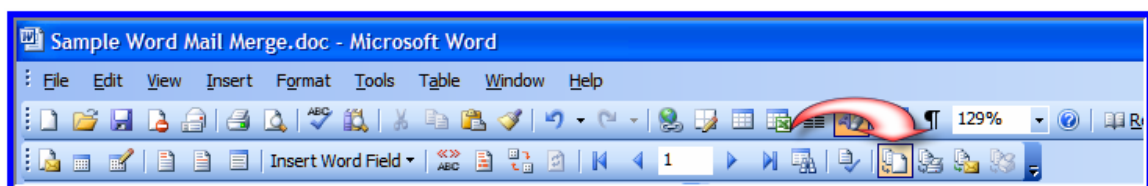


Find your data source. If you converted the file to Excel and edited the file be sure to select the Excel file. If you're mailing to the entire list and using the file you downloaded from the web site select the text file.

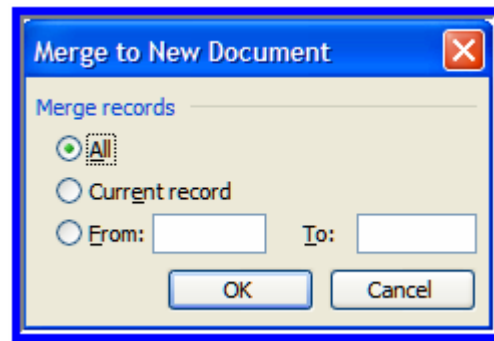


And Click on the OPEN button.

Find the Merge to New Document Icon and click once on it.



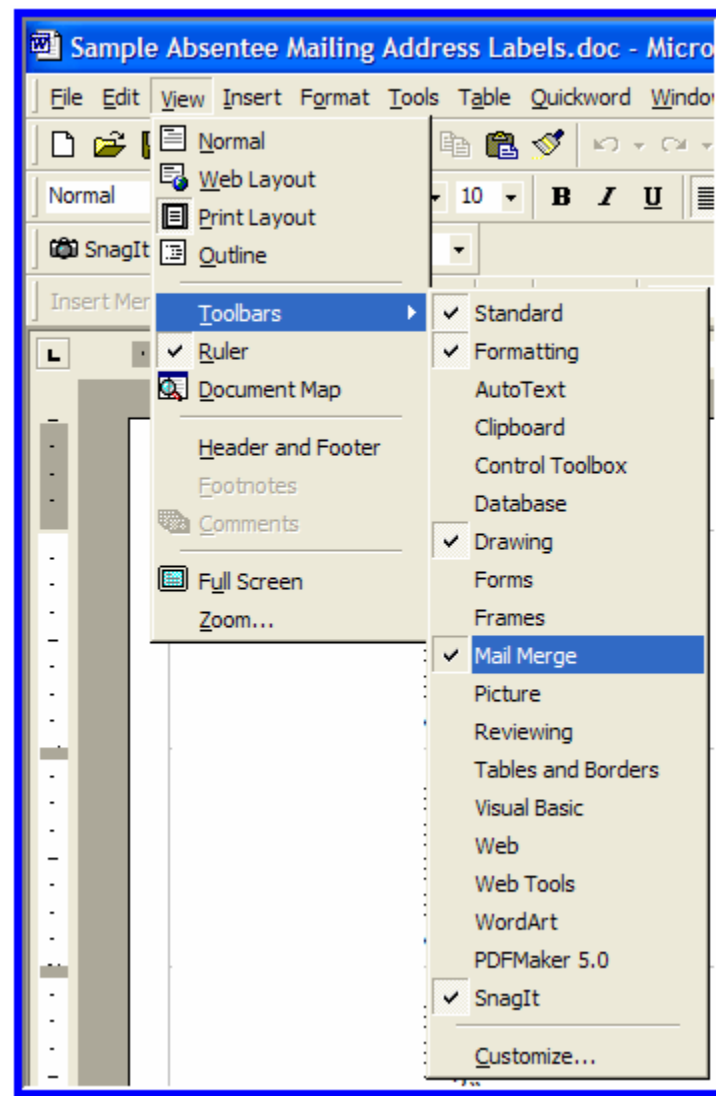
Make sure that the button besides all is clicked and click OK. The new document will be your labels.



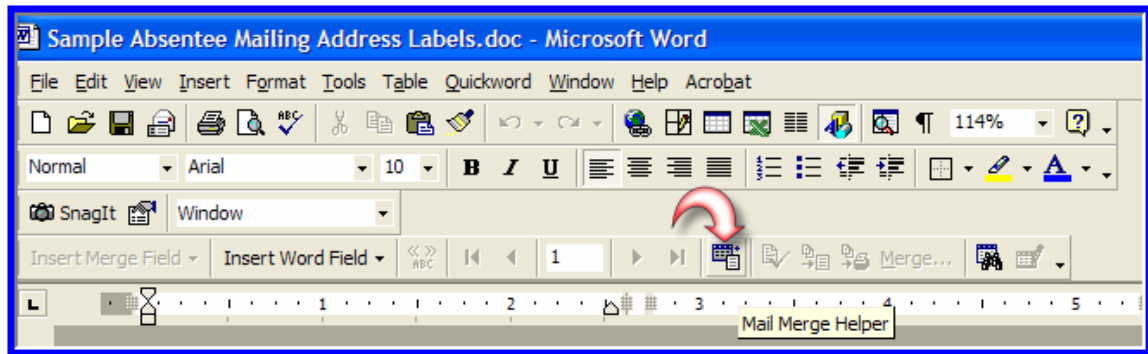
A warning to the novice - make sure you are selecting the current list when merging; you don't want to send the same set of labels over and over.

If you are using Word 2000:

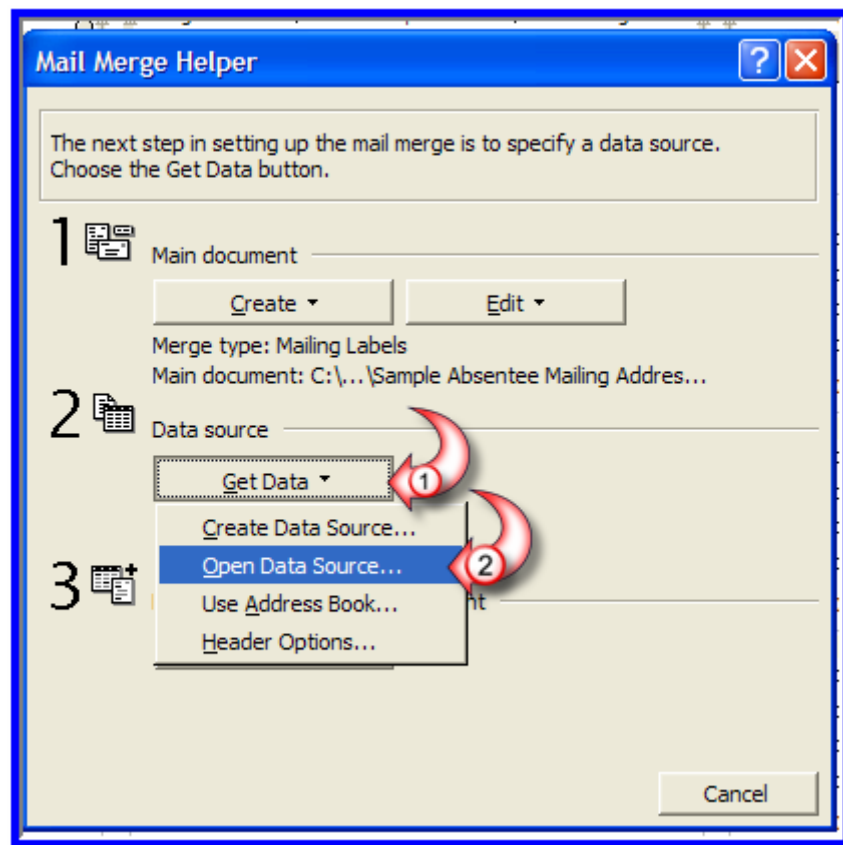
Make sure that your Mail Merge Toolbar is visible



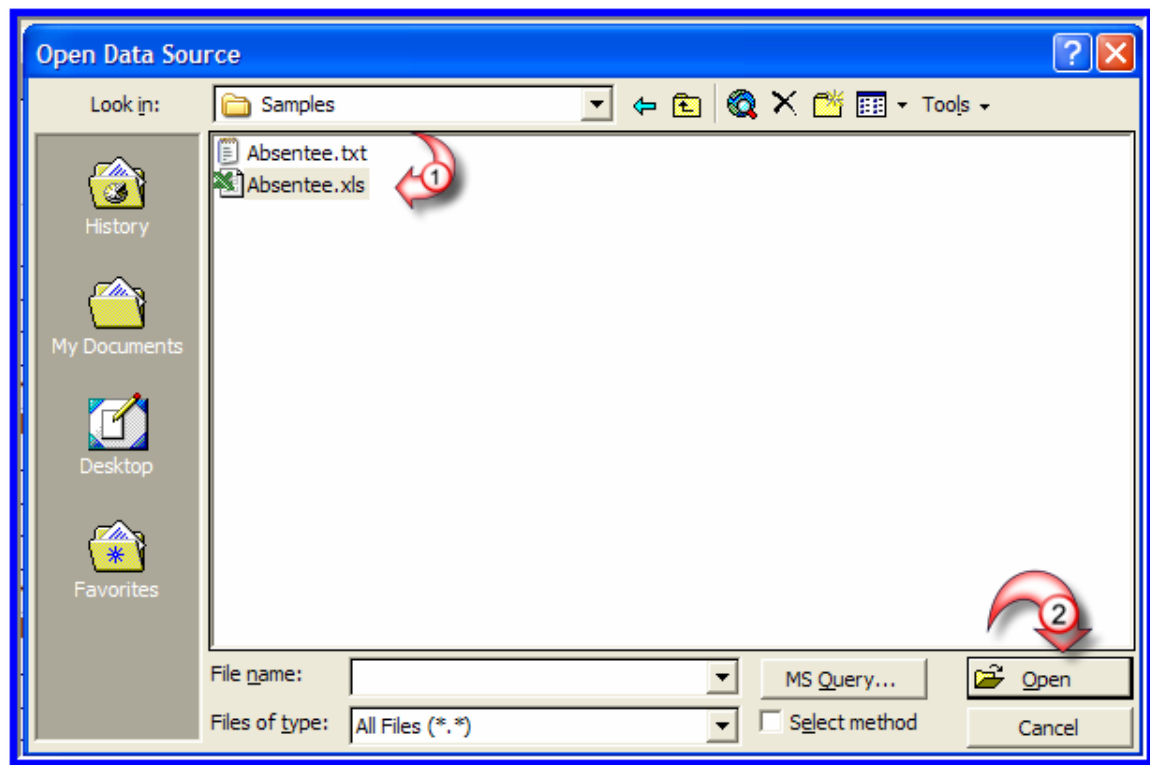
Select the Mail Merge Helper from the toolbar.



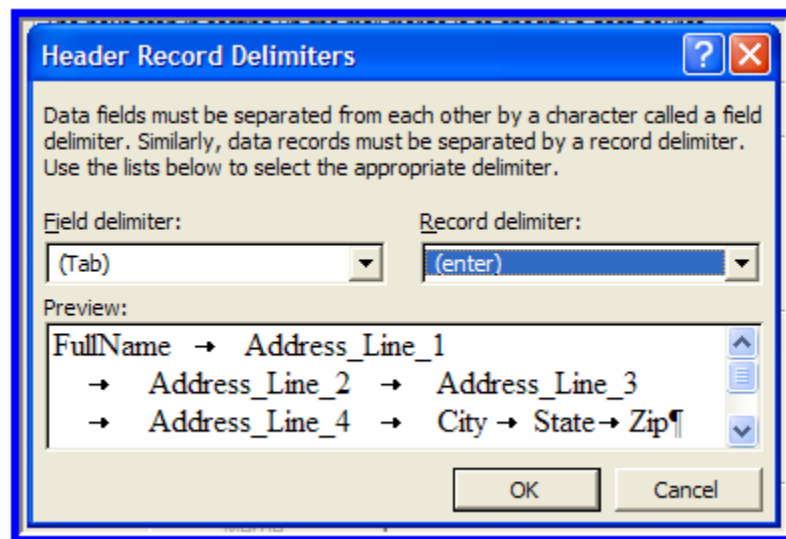
Click on the Get Data button and select Open Data Source from the drop down list.



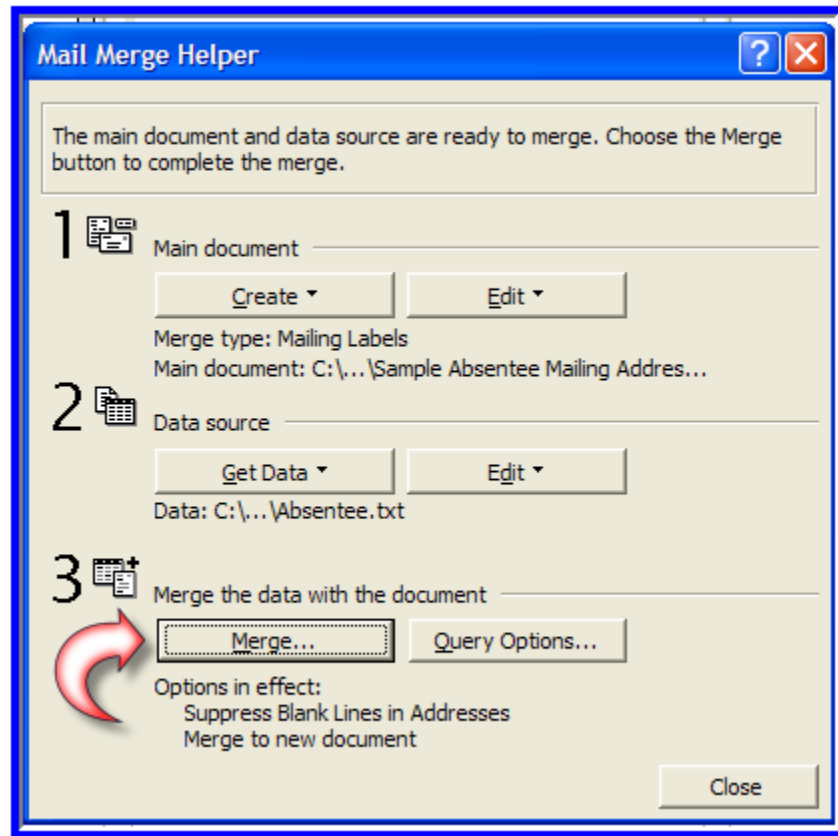
Find your data source. If you converted the file to Excel and edited the file be sure to select the Excel file. If you're mailing to the entire list and using the file you downloaded from the web site select the text file.



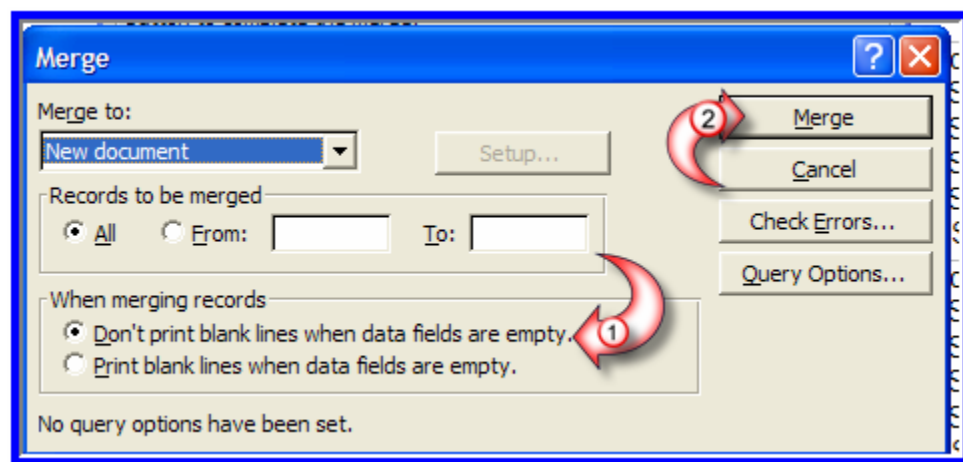
You may or may not get this box. If you do make sure that the Field Delimiter is set to (Tab) then click on OK.



From this point you can select the Merge button to merge your file.



Select to Merge into a new document, make sure that the Don't Print blank lines when Data fields are empty option and then click the merge button to create your merge document.





While the Franklin County Board of Elections can not supply support doing mail merges in Word. An excellent web site where you can find information on doing a Word Merge can be found at <http://word.mvps.org/FAQs/MailMerge/>.